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19 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

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25X1A9a a. Arrangements have been made with Messrs. [REDACTED] and [REDACTED] of the Office of Personnel to have experts cover the subjects of Contract Personnel and Benefits and Services Overseas in the FF&L Course on a continuing basis. The first of these presentations is scheduled for 4 June as part of the final week of FF&L No. 6-71. Heretofore these presentations have been made by the Chief Instructor of the course.

b. A one-day refresher in Class B accounting procedures was given to an employee of the Office of Communications who is scheduled to depart soon for an overseas assignment.

2. Proposed Training Course for Technical Officers (Contract Overrun)

In checking into courses related to contracting offered by other Government agencies, it was found that the Civil Service Commission offers a two-day course entitled "Contract Liaison for the Scientist and Engineer," which was developed and conducted for the CSC by [REDACTED] Institute. The CSC personnel responsible for administering this course

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were highly complimentary of [REDACTED] performance. Arrangements to review the course material and the contractual arrangements with the CSC personnel concerned have been made for Friday morning, 16 April.

3. Clerical Training Faculty

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a. [REDACTED] interviewed [REDACTED] on 13 April 1971 for the position of a contract instructor on the Clerical Training Faculty during the summer of 1971. It is planned that she will work for this Faculty for the period of 7 June thru 3 September 1971, conducting Induction classes in the uncleared area on the fourth floor in the Ames Building.

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b. At the invitation of [REDACTED] two Clerical Orientation instructors, [REDACTED] visited the Administrative Procedures class to see the Student Responder Units being used in an actual class situation.

B. MANAGEMENT TRAINING

1. Senior Management Seminar (Planning)

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Arrangements are being completed for the 2 - 7 May running of the SMS(P) at [REDACTED]

Pre-course material has been sent to the 23 registrants. Briefings have been scheduled for Wednesday, 28 April, at the Headquarters Building. Air transportation to [REDACTED] will be available for the class. Guest speakers will be: John Clarke, O/PPB, and Robert [REDACTED] DD/P.

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2. Microfilm Information Systems Seminar

A meeting was held on 14 April with representatives of Support Services Staff to finalize plans for the 12-14 May running of the Microfilm

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25X1A5a1 Information Systems Seminar. This Seminar will be conducted by [REDACTED] who ran a successful three day Seminar for the Agency in March. The Office of Training is underwriting the costs of the Seminar and the Management Training Faculty has the responsibility of administering the program.

3. Performance Appraisal Workshop

On 14 April, the Chief, Procurement Division, and representatives from other OL Divisions providing students for the Performance Appraisal Workshop scheduled for 27 and 29 April were briefed on objectives, scheduling, and course design.

4. MEDC

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Mr. Karamessines introduced the CS segment of the MEDC Course at [REDACTED] with a two-hour informal evening session at [REDACTED] on Wednesday, 14 April. He spoke for 35 minutes and devoted the rest of the time to an informal question period which turned out to be very spirited and interesting. In the opinion of the MEDC staff (corroborated by every student we have spoken to) Mr. Karamessines gave a stellar performance. Those present could not remember having heard him do better....ever!

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[REDACTED]

Chief, Support School, TR

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